



Memo no: HSTU/Est./A-682/2015/ 7004

Date: 09.12.2020

To

Rintu Sen

Assistant Professor

Department of Agricultural And Industrial Engineering

HSTU, Dinajpur, Bangladesh.

Subject: Granting of study leave for Master's Program.

Reference: HSTU/AIE/2095, Date: 01.12.2020

In pursuance the above mentioned subject and reference that your study leave has been granted with full average pay for the period of 2 (two) years which effect from 20.12.2020 to 19.12.2022 to complete the Master's Program at Kansas State University in the U.S.A. under the following terms and conditions.

1. The expenditure in this regard will not be provided by this University.
2. The period of leave will be counted as active service.
3. All monetary benefits as a result of fresh appointment to a higher post during the period of study leave shall be admissible to the incumbent with effect from the date of her resumption of duties but without any arrear financial benefit.
4. After completion of her study she must return to Bangladesh and serve at least 4 (four) years to this University and shall not seek employment elsewhere without prior approval of the Vice-Chancellor.
5. The financial benefits of annual increment (s) falling due during the period of leave will be paid on resumption of duties after expiry of the granted without arrear.
6. She should inform her mailing address, fax number and her supervisor's address to this University after arrival in the U.S.A.
7. She should not overstay abroad except only for obtaining the Master's Program.
8. She shall have to submit a copy of her thesis at the library of this University
9. She shall be bound to obey the rules and regulations of this University during her period of leave.

By the approval of Hon'ble Vice-Chancellor

sd/-

Registrar

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Copy for Information and necessary action to:

1. Secretary to the Honorable President, The People's Republic of Bangladesh, Dhaka, Bangladesh.
2. Secretary, Ministry of Foreign Affairs, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
3. Secretary, Ministry of Education, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
4. Secretary, Ministry of Home Affairs, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
5. Secretary, Ministry of Public Administration, Government of The People's Republic of Bangladesh, Bangladesh Secretariat, Dhaka, Bangladesh.
6. General Manager, Foreign Exchange Policy Department, Bangladesh Bank.
7. The Ambassador, Embassy of United States of America, Madani Avenue, Baridhara, Dhaka-1212.
8. Dean, Faculty of Engineering, HSTU, Dinajpur, Bangladesh.
9. Chairman, Department of Agricultural And Industrial Engineering, HSTU, Dinajpur, Bangladesh.
10. Controller of Examination, HSTU, Dinajpur, Bangladesh.
11. Officer-in-Charge, Hazrat Shahjalal (R) International Airport, Dhaka, Bangladesh.
12. Director (Finance), HSTU, Dinajpur, Bangladesh.
13. Co-ordinator, IT Cell, HSTU, Dinajpur, Bangladesh.
14. PS to VC (For kind Infor'n of the Hon'ble Vice-Chancellor), HSTU, Dinajpur, Bangladesh.
15. PA to Treasurer (For kind Infor'n of the Treasurer), HSTU, Dinajpur, Bangladesh.
16. Office Copy.


Registrar

09.12.2020

Registrar